



FAIR EMPLOYMENT AND HOUSING, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FAIR EMPLOYMENT AND HOUSING, DEPARTMENT OF	RELEASE DATE:	Tuesday, December 29, 2009
POSITION TITLE:	Chief Counsel II, CEA	FINAL FILING DATE:	Tuesday, January 12, 2010
CEA LEVEL:	Chief Counsel II, C.E.A. (5873)	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,631.00 - \$10,829.00 / Month	BULLETIN ID:	12292009_2

POSITION DESCRIPTION

The Chief Counsel II, C.E.A., under the general guidance of the Director, will administer the Department of Fair Employment and Housing's Legal Division and serves as Chief Legal Advisor for the Department.

Responsible for the administration and policy formulation of the Department's Legal Division; serves as a member of the Executive Staff and Management Counsel; serves as the Department's house counsel in performing legal review of matters relating to personnel (such as adverse actions), contracts and fiscal issues; determines the overall scope and direction of the Department's litigation activities and participates in the drafting of legislation improving the effectiveness of the Fair Employment and Housing Act and other civil rights statutes of California; represents the Department in conferences, before the Fair Employment and Housing Commission and at other administrative hearings; advises and consults with legal representative of complainants or respondents on the interpretation of California's civil rights laws; determines priorities, procedures and policies of the Department's Legal Division activities; selects, trains and supervises attorneys and other staff members in the Legal Division.

In addition, the Chief Counsel II, CEA over see's the DFEH's Special Investigation Unit which administers a regional program with responsibility for designing and coordinating programs to achieve compliance with Fair Employment and Housing Laws.

MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and

Either I One year of experience in the California state service performing legal duties* at a level of responsibility equivalent to Assistant Chief Counsel. Or II Two years of experience in the California

state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D; and Current employment in a class at a level equivalent to that of Senior Staff Counsel (Specialist) or (Supervisor). Or III One year of experience in the California state service performing legal duties* at a level of responsibility equivalent to Senior Staff Counsel (Specialist) or (Supervisor). Or IV Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Patterns I, II or III above performing the duties of a class at a level of responsibility equivalent to that described in Patterns I, II, or III.)

*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

SPECIAL REQUIREMENTS

Active membership in the State Bar of California

KNOWLEDGE AND ABILITIES

Knowledge of: Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced; principles of public administration, personnel management and supervision; the department's affirmative action program objectives; a manager's role in the affirmative action program and the processes available to meet affirmative action objectives.

Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; hold hearings and independently present difficult and complex cases in court; plan, organize and direct the work of a staff of attorneys; effectively contribute to the department's affirmative action objectives.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel II, CEA**, with the **FAIR EMPLOYMENT AND HOUSING, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position.

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of Chief Counsel II, CEA, with the Department of Fair Employment and Housing. The examination will consist of an application and Statement of Qualification screening committee. All interested applicants must file a standard application (STD. 678) and a "Statement of Qualifications." The "Statement of Qualifications" is to be a discussion of the candidate's background and experience as it relates to the applicant's ability to perform in the specified position. The Statement should be no more than two pages in length. All applications/resumes must include "to" and "from" dates (month/day/year). A screening committee will review the applications and "Statement of Qualifications."

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FAIR EMPLOYMENT AND HOUSING, DEPARTMENT OF, Personnel/Administration
2218 Kausen Drive, Suite 100, Elk Grove, CA 95758
Tyra Gilmer | (916) 478-7227 | tyra.gilmer@dfeh.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FAIR EMPLOYMENT AND HOUSING, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s5/s5871.txt>